

EEOP Short Form



Fri Mar 19 19:34:57 EDT 2010

Step 1: Introductory Information

Grant Title:	Gang Reduction Intervention & Prevention	Grant Number:	GR07017346
Grantee Name:	Mountain View Police Department	Award Amount:	\$162,000.00
Grantee Type:	Local Government Agency		
Address:	1000 Villa Street Mountain View, California 94039		
Contact Person:	Beverly Stenson	Telephone #:	650-903-6372
Contact Address:	1000 Villa Street Mountain View, California 94039		
DOJ Grant Manager:	Cindy Chapman	DOJ Telephone #:	916-324-6724

Policy Statement:

The City (in its entirety):

"It is the policy of the City of Mountain View to afford equal employment opportunities for all persons without discrimination because of race, color, religion, sex, sexual orientation, political affiliation, national origin, ancestry, age, marital status, or physical or mental disability, except where a person's gender may be a "bona fide" qualification and reasonably necessary to the normal operation of public employment.

This policy is a commitment to equal opportunity in all employment practices: recruitment, testing, selection, promotion, transfer, compensation, benefits and all other matters of employment. The City will undertake a program to make known that equal employment opportunities are available on the basis of individual merit and fitness to encourage all persons to seek employment with the City and to strive for advancement on that basis. The City's commitment to equal opportunities in employment for all persons is not to be reached by discriminating against or granting preferences to any individual or class of persons on account of classifications."

Step 4b: Narrative Underutilization Analysis

Narrative Underutilization Analysis

The City of Mountain View Employee Services Department has reviewed the Utilization Analysis Report (comparing the City's workforce to the relevant labor market) and acknowledges that there were some groups under-represented in the various job categories for both men and females.

The Utilization Analysis report indicates under-representation of employees of a particular race and sex in some of the various job categories and it is important to note that the actual numbers of employees in the job categories make it difficult to draw any reliable conclusions since the total number of employees in the job categories were very small. Nevertheless, the underutilization numbers presented in this report were reviewed and based on the City's commitment to a strong and diverse workforce, we have formulated the following objectives and steps to respond to the underutilization numbers cited in this report.

Step 5 & 6: Objectives and Steps

1. To encourage impacted females listed in the underutilization analysis to apply for vacancies in the various job categories

- a. A. The City's Employee Service Department will review the applicant data reports to ensure that the City continues to recruit broadly in order to attract and encourage all qualified females for all our positions, but especially those in job categories where a underutilization of females have been reported. This will include utilizing a broad range of publications, diverse and targeted websites and other forms of recruitment media.
- b. b. To review on an on-going basis and revise when needed, the City's personnel rules, policies and procedures to ensure that they continue to be in compliance with applicable Federal and State laws. To continue to train our hiring supervisors and managers on the importance of diversity in the workforce.
- c. c. Continue to ensure that the City's work environment is free from discrimination and harassment as required by law and the City's Harassment and Reporting Procedure by scheduling and conducting training for all hiring managers and supervisors.

2.2. To encourage impacted males listed in the underutilization analysis to apply for vacancies in the various job categories

- a. a. In addition to the steps already listed under the female group objectives, staff will conduct presentations regarding the opportunities of working in local government and specifically, working for the City of Mountain View. These presentations would be conducted at local schools, vocational training programs, colleges and community service/non-profit agencies in Mountain View and the Santa Clara County community.
- b. To continue to monitor our internal employment practices which include transfers, appointments, promotions, terminations and exams to ensure they are neither preferential nor discriminatory and comply with the City's Equal Employment Opportunity Policy.
- c. The Employee Services Department will serve as liaison between departments, enforcement agencies, organizations and community groups, as necessary to open communication channels and to enlist their help in finding qualified persons from all segments of the community.

Step 7a: Internal Dissemination

1. The Employees Services Department will post on the its city employee intranet, a link to the EEOP Short Form that any employee may access and download.
2. A written notice will be included in the City's employee handbook, explaining how employees may obtain a copy of the EEOP Short Form upon request.

3. A copy of the EEOP Short form will be posted on display in the reception area of the Employee Services Department.

Step 7b: External Dissemination

1. The City's Employee Services Department will include a written statement in job announcements with prospective employees to notify them where they may obtain a copy of the EEOP Short form on request.

2. A copy of the EEOP Short form PDF file will be posted on the City's website that any user may access and download.

3. A PDF copy of the EEOP Short Form will be on display at the Mountain View's Public Library.

Utilization Analysis Chart
Relevant Labor Market: Mountain View city, California

Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	21/44%	4/8%	0/0%	0/0%	2/4%	0/0%	0/0%	19/40%	0/0%	0/0%	0/0%	1/2%	1/2%	0/0%
CLS #/%	3,355/40%	390/5%	75/1%	10/0%	940/11%	15/0%	55/1%	2,535/30%	245/3%	75/1%	0/0%	610/7%	0/0%	10/0%
Utilization #/%	3%	4%	-1%	-0%	-7%	-0%	-1%	9%	-3%	-1%	0%	-5%	2%	-0%
Professionals														
Workforce #/%	37/35%	4/4%	1/1%	0/0%	13/12%	0/0%	0/0%	32/30%	4/4%	2/2%	0/0%	12/11%	0/0%	0/0%
CLS #/%	6,685/39%	405/2%	135/1%	15/0%	2,940/17%	25/0%	175/1%	4,295/25%	245/1%	170/1%	30/0%	1,755/10%	15/0%	95/1%
Utilization #/%	-4%	1%	0%	-0%	-5%	-0%	-1%	5%	2%	1%	-0%	1%	-0%	-1%
Technicians														
Workforce #/%	14/40%	1/3%	0/0%	0/0%	0/0%	1/3%	0/0%	12/34%	4/11%	0/0%	0/0%	3/9%	0/0%	0/0%
CLS #/%	260/34%	15/2%	20/3%	0/0%	130/17%	0/0%	10/1%	215/28%	24/3%	4/1%	0/0%	85/11%	0/0%	10/1%
Utilization #/%	6%	1%	-3%	0%	-17%	3%	-1%	6%	8%	-1%	0%	-2%	0%	-1%
Protective Services: Sworn-Officials														
Workforce #/%	48/72%	8/12%	2/3%	0/0%	5/7%	2/3%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	150/47%	45/14%	45/14%	20/6%	10/3%	0/0%	0/0%	40/13%	4/1%	0/0%	0/0%	4/1%	0/0%	0/0%
Utilization #/%	24%	-2%	-11%	-6%	4%	3%	0%	-10%	-1%	0%	0%	-1%	0%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	53/56%	16/17%	4/4%	0/0%	10/11%	3/3%	0/0%	6/6%	2/2%	0/0%	0/0%	1/1%	0/0%	0/0%
Civilian Labor Force #/%	295/19%	425/28%	35/2%	0/0%	75/5%	4/0%	30/2%	225/15%	320/21%	45/3%	0/0%	65/4%	4/0%	15/1%
Utilization #/%	37%	-11%	2%	0%	6%	3%	-2%	-8%	-19%	-3%	0%	-3%	-0%	-1%
Protective Services: Non-sworn														
Workforce #/%	9/22%	1/2%	2/5%	0/0%	1/2%	0/0%	0/0%	18/44%	4/10%	0/0%	0/0%	5/12%	1/2%	0/0%
CLS #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	22%	2%	5%	0%	2%	0%	0%	-56%	10%	0%	0%	12%	2%	0%
Administrative Support														

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Workforce #/%	3/4%	3/4%	0/0%	0/0%	3/4%	0/0%	0/0%	36/51%	9/13%	2/3%	1/1%	13/19%	0/0%	0/0%
CLS #/%	1,505/21%	440/6%	175/2%	4/0%	345/5%	10/0%	65/1%	2,900/40%	780/11%	160/2%	25/0%	745/10%	4/0%	80/1%
Utilization #/%	-17%	-2%	-2%	-0%	-0%	-0%	-1%	11%	2%	1%	1%	8%	-0%	-1%
Skilled Craft														
Workforce #/%	37/79%	6/13%	0/0%	1/2%	0/0%	1/2%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	865/46%	490/26%	70/4%	20/1%	155/8%	10/1%	20/1%	105/6%	45/2%	4/0%	0/0%	85/5%	0/0%	0/0%
Utilization #/%	32%	-13%	-4%	1%	-8%	2%	-1%	-1%	-2%	-0%	0%	-5%	0%	0%
Service/Maintenance														
Workforce #/%	25/43%	25/43%	0/0%	0/0%	3/5%	2/3%	0/0%	2/3%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	975/16%	1,905/32%	130/2%	30/0%	425/7%	4/0%	70/1%	910/15%	945/16%	105/2%	15/0%	465/8%	0/0%	35/1%
Utilization #/%	27%	11%	-2%	-0%	-2%	3%	-1%	-12%	-14%	-2%	-0%	-8%	0%	-1%

Law Enforcement Category Rank Chart

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Deputy Fire Chief (Acting)														
	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Fire Battalion Chief														
Workforce #/%	3/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Fire Captain														
Workforce #/%	15/83%	2/11%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Fire Engineer														
Workforce #/%	15/83%	0/0%	1/6%	0/6%	1/6%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Chief														
Workforce #/%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Captain														
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Lieutenant														
Workforce #/%	2/40%	1/20%	0/0%	0/40%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Sergeant														
Workforce #/%	7/50%	3/21%	1/7%	0/7%	1/7%	1/7%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Agent														
Workforce #/%	3/60%	1/20%	0/0%	0/20%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	53/56%	16/17%	4/4%	0/11%	10/11%	3/3%	0/0%	6/6%	2/2%	0/0%	0/0%	1/1%	0/0%	0/0%

I understand the regulatory obligation under 28 C.F.R. 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

Nasir Ph Asst. City Manager 3-30-2010
[signature] [title] [date]